8

1956-48

File No. S.171

II

P.W **DEPARTMENT**

E **BRANCH** (II)

B CLASS

Subject:— Secretariat Instructions & Rules of Business

B'bay Sectt.

V

B/K/48

File No. S.171-II E.I

Ltd. Scott. Slip. 24 A.

Std. Sectt. 78A a.

G R., G D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET (B)

Subject :—

File No. S-121-II

PW DEPT.

E BRANCH. II

References :—

Original is kept for Maharashtra

Date.	To whom sent.	Notes and instructions.

Use of rubber stamps for signature in official correspondence - Orders regarding -.

Government of Bombay.
Public Works Department.
Circular Memorandum No.S.171/27133.
Bombay Castle, 7th June 1948.

GOVERNMENT CIRCULAR MEMORANDUM.

It has been brought to the notice of Government that rubber stamps are used in place of written signature in communications addressed to Government. This practice is objectionable. Government is, therefore, pleased to direct that rubber stamps should not be used for the written signatures in original communications or in copies thereof addressed to Government.

2. The above orders should be brought to the notice of all the officers concerned.

By order of the Governor of Bombay,

(A. G. Haydeo),
Deputy Secretary to Government,

To

The Superintending Engineers of Circles.

The Public Health Engineer to Government.

The Electrical Engineer to Government.

The Electrical Commissioner with the Government of Bombay.

The Executive Engineers of Divisions.

The Director, Development Department Chawls.

The Architent to Government.

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No. of 1948.

Copy forwarded for information and guidance to .

Rules of Business and the
Chief Instructions thereunder of the Government of Bombay,

Political and Services Department.

GOVERNMENT OF BOMBAY,
Political and Services Department.
CIRCULAR No. 996/34.

To

All Departments of the Secretariat (except the Separate Department).

C I R C U L A R .

The Private Secretary to the Governor.

The attention of the Secretariat Departments is invited to Instructions No.40(a) of the Instructions issued under Rule 14 of the Rules of Business and they are requested to observe it strictly and to see that copies of letters, telegrams and resolutions of the Government of India containing their views or orders on important matters or matters involving questions of policy are invariably forwarded to the Private Secretary to the Governor for submission to His Excellency for information.

2. The Secretary of each Department should decide which letters, telegrams and resolutions of the Government of India concerning his Department should be sent for His Excellency's information.

By order of the Governor of Bombay,

H. D. Bhat,

Chief Secretary to the Government of Bombay,

Political and Services Department.

To

All Departments of the Secretariat (except the Separate Department).

The Private Secretary to the Governor.

S. 171/44254

E. B. (II). P. W. D.

The instructions in the circular are noted.

2. The following procedure may perhaps be followed re: forwarding for H. E's information important communications from the Govt. addressed to the Govt. of India and other Provl. Govts. and vice versa:—

"Each Branch should collect such important communications commencing from the 4th June 1948 (if not yet done) so far as they are concerned and send them to the Issue Section on every saturday with instructions to forward them to the Private Secy. to the Governor".

3. These papers will be circulated to the Branches hereafter for information and guidance.

Id,-
18/8/48.

as in para 2 above.
Id/-
18/8/48

Id/-
18/8/48

Yes and then put up a self-contained O.O. also.

Id/-
19/8/48.

Circulated for information to the

E. B. (I) Id/-
21-8-48.
E. B. (R) Id/-
23/8/48
C. B. (I) Id/-
23/8/48
C. B. (II). Id/-
23/8/48

Extract Paras. 31, 32, 86 and 104 of the Secretariat Instructions.

31. It shall always be assumed that the paper under consideration will be read by the officer to whom it is submitted. Consequently no paragraphaes or extracts are ordinarily permitted in the notes. A precis of the contents of a single paper shall be made only when it is of great length and complexity.

32. The object of an office note should be to supply in the most concise form the material immediately necessary for the disposal of the case and not to anticipate every question which might conceivably be asked. After all possible verification of the facts that the notes should show more or less in detail, according to the complexity and stage of the case, the question for consideration, the circumstances leading up to and the rules and precedents bearing on it. Suggestions should be made for ~~any~~any necessary or anticipated action, but expression of opinion should be avoided.

81. Any file referred unofficially to another Department shall have attached to it, a note signed by the officer by whose direction it is referred, specifying precisely the points on which the opinion of the other Department is sought or which it is desired to bring to the attention of that Department. Wherever possible the proposals shall be embodies in the form of a draft.

86. When a case has been referred to, and returned from, another Departmentand a difference of opinion between the Departments is disclosed, personal discussion shall, if possible, be substituted for further noting; not more than one further note should be recorded in either Department.

104. When it is clear that the decision of Government in a particular case must turn wholly or in part on the determination of a specific question of British Indian law, including practice and procedure, and that the Minister in charge of the Department will consequently require to have before him the advice of the Legal Adviser of Government before he records his opinion or order, the reference to the latter, should be made by the Secretary, Deputy Secretary or Under Secretary without submitting the papers to the Minister for permission to make the reference. In all such cases the point on which the opinion is sought must be clearly stated in the reference.

Public Works Department.

Bombay, 4th September 1948.

Office Order No. 1008

The accompanying extract Paraggaphs 31, 32, 81, 86 and 104 of the Secretariat Instructions dealing with (1) instructions regarding noting on the casep, and (2) procedure to be followed when a referance concerns more than the Department, and a case is required to be referred un-officially to another Department for its opinion, are circulated to the office staff information and guidance. These instructions should be observed rigidly.

Id/-

4/9/48

Assistant Secretary to the Government

of Bombay, Public Works Department.

Official Correspondence

Mode of address in - with members of public.

GOVERNMENT OF BOMBAY.

Political and Services Department.

Circular No.2034/34.

Bombay Castle, 1st September 1948.

CIRCULAR.

Government has decided that representations, memorials, appeals and such other communications received from members of the public should not be replied to except in the letter form. It has also been decided that the words "petition"and "petitioner" should not be used in the replies to any type of communication received from member of the public.

By order of the Governor of Bombay,

M. B. Bhat,
Chief Secretary to the Government of Bombay
Political and Services Department.

To

The Private Secretary to the Governor,
The Secretary, Bombay Public Service Commission.
The Commissioners of Divisions.
All Collectors (with spare copies for supply to subordinate offices).
All other Heads of Offices under the several Departments of the Secretariat.
All Departments of the Secretariat.

For further orders pl. see
G.C.M., P. & S.D., No.
3454/46, dt. 17-1-50
(File No.S.171/5662).

Bombay Public Service Commission.

Procedure to be followed in signing communications addressed to . . . . . .

Government of Bombay

Political and Services Department

CIRCULAR NO. 3454/46

Bombay Castle, 21st October 1948.

CIRCULAR OF GOVERNMENT.

It has been brought to the notice of Government that very often the signatures of the officers, signing on behalf of their superior officers, on communications addressed to the Bombay Public Service Commission are signing the communications are not known. With a view to avaiding this difficulty, all the Departments of the Secretariat arre requiested to see that in all their communications to the Public Service Commission the name of the officer signing the communication is typed below his signature.

By order of the Governor of Bombay,

M. D. Bhat.

Chief Secretary to the Government of Bombay,

Political and Services Department.

To

All Departments of the Secretariat,

Copy forwarded with compliments to the Secretary, Bombay Public Service Commission (with reference to his letter No. 532, dated the 9th August 1948).

Official Correspondence.

Rules for 'Confidential' 'Secret' and 'Top Secret' Communications.

GOVERNMENT OF BOMBAY,
Political and Services Department,
Circular No . 6730/34 ,
Bombay Castle, 25th November 1948.

CIRCULAR.

It has come to the notice of Government that no uniform practice is followed in forwarding "Confidential", "Secret" and "Top Secret" communications with the result that such communications at times go into the wrong hands. The following instructions are therefore issued for the guidance of the officers and Departments concerned:-

1) All " confidential ", " secret " and " top secret " letters or packets should be invariably sent in doublt cover. The inner cover should distinctly bear the securitymarking " confidential " " secret " or " top secret ", as the case may be, and should be properly sealed and addressed by name to the officer for whom it is intended, while the top cover should bear only the usual official address of the officer;

2) In no case should the security marking be indicated on the top cover;

3) Letters or packets containing secret or top secret papers when sent by post should invariably be registered and should be sent " Acknowledgement Due ". It is not necessary to use double covers for despatching such types of — communications by hand, provided that the single cover used is carefully sealed and bears the correct name, address and security marking.

4) A " Confidential " or " Secret " communication should be opened only by the officer for whom it is intended or by an officer authorised to do so in his absence. In no case should such a communication be opened by an officer otherm than a gazetted officer;

5) A "top secret" communication should be opened only by the officer for whom it is intended or by the officer who is dealing with his work in his absence.

2. This supersedes all previous orders on the subject.

By order of the Governor of Bombay,
M. D. BHAT.
Chief Secretary to the Government of Bombay,
Political and Services Department.

To
The Private Secretary to the Governor,
The Secretary to the Honourable the Premier,
All Heads of Departments and Heads of Offices under the several Departments of the Secretariat,
All Personal Assistants to the Honourable Ministers,
The Registrar, High Court, Appellate Side, Bombay (by letter)
The Prothonotary and Senior Master, High Court, Bombay (by letter)
All Departments of the Secretariat.

Note in E. B. (II).

Rule 12 of the Rules of Business made under Section 59 of the G. of I. Act, 1935. lays down that, save in cases where an officer has been specially empowered to sign an order or instrument of the G. of B., every such order or instrument shall be signed either by the Secy., the Jt. Secy., the D.Secy., the U. Secy. or the Asstt. Secy. to the G. of B. & such signatures shall be deemed to be prpper authentication of such order or instrument.

2. Govt. has sanctioned two posts of Personal Asstts. to the C.Es. Pl. see notes dated the 7-xII-48 & the 11-xII-48 from the Sr. Asstt.Secy., & the Jr. Asstt.Secy., respecively.In view of the rules refd. to in para 1 above, P. As to the C. E. cannot sign a letter authenticated as "By order of the G. of B." unless they are specially empowered to do so. There is however, no objection for P. As. to C.Es. (as distinct from the Secy. to Govt.)

^to sign a technical note or a letter to be issued from the C.E.

3. It is accordingly for orders whether the P. As. to C. Es. may be specially authorised to sign all orders or instruments of the G. of B. in the P.W.D. If so these papers may be refd. u.c. to the P. & S.D. for issue of requisite orders. For similar orders pl. see G.Rs., P. & S.D., G. R. No.996/34, dated the 16-3-48, and No. 10-6x53/x, dated the 23-3-48.

4. There is objection for the Asstt. Secy. to sign letters as "for P.A. to the C.E.". when authenticated.

Id/-
16-xII-48-

The view expressed in para 2 above is correct.
2. Para.3 is for orders.

Id/-
16/12/48

Both the P.A. may be specifically authorised to sign documents on behalf of the Governor of Bombay.

Id/-
16/12/48

I do not think that the proposal should be approved. They may sign in technical matters only for Ch.Engrs.

Id/-
17/12

Secy.I...

I agree that P A S should not be given the general powers to sign documents on behalf of Govt. They can only sign for the Chief Engineers in technical matters as they are P. As to the C. Es. and not to Secys.

Secy I

Secy. (R. & B.)

Id/-

17/12

I agree.

Id/-

17/12

E. B. (II).

The P. As. will pl. note the above decision & return these papers to E. B. (II).

Id/-

18/xII/48

Id/-

18/12/48

Id/-

18/12/48

I. S. & Typists sections. to be noted & return.

Id/- 26/12

Noted Sir.

E. B. (II).

P. W. D.

These papers may ~~be~~ now be recorded.

Id/-

20/x11/48

Id/-

20-12-48

Id/-

20-12-48

Yes

Id/-

20-12-48

B. V. Nevrekar 19/7/51